



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD01.2  
October 1, 2002

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# ORGANIZATIONAL INSTRUCTION

## Flight Projects Directorate FD01

# Authorization and Control of OI's

## Revision G

### APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<i>Original Signed by</i>  _____ N. Jan Davis, Ph. D	Director, Flight Projects Directorate	FD01	October 1, 2002

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		8/28/97	Baseline Version
Revision	Rev A	10/14/97	Editorials
Revision	Rev B	11/17/97	Editorials
Revision	Rev C	3/4/98	Rewrite to incorporate FPD web site
Revision	Rev D	7/7/99	Corrections for reorganization and consolidation into MSFC Directives System
Revision	Rev E	5/10/00	Reformatted to approved FPD OI template. Some items reordered and reworded for clarity.
Revision	Rev F	08/10/00	Corrected formatting errors in Revision E (blank pages); corrected internet address for FPD Master List in Section 4.1; changed text in Section 4.1 which required use of a specified form for OI annual review to only include the areas to be covered in review; eliminated Appendix A, which was the Sample Annual Review Form.
Revision	Rev G	10/01/02	Annual review & update

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## 1. GENERAL INFORMATION

### 1.1 Scope

This Organizational Instruction (OI) provides document and data control instructions for the Flight Projects Directorate Work Instructions developed under the MSFC management system.

### 1.2 Purpose

The purpose of this OI is to document the process to authorize, change, and control Flight Projects Directorate OI's.

### 1.3 Applicability

This OI is applicable to Flight Projects Directorate Work Instructions under the MSFC management system.

## 2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

MPD 1280.1	MSFC Management Manual
MPG 1410.1	Document and Data Control for Organizational Issuances
MPG 1410.2	Marshall Management Directives System

## 3. ACRONYMS and DEFINITIONS

### 3.1 Acronyms

FPD/FD	Flight Projects Directorate
OI	Organizational Instruction
OPR	Office of Primary Responsibility

### 3.2 Definitions

**Controlled Electronic Version** The controlled electronic version of a document is the electronic file available from the Flight Projects Directorate Website at the following address:

<http://flightprojects.msfc.nasa.gov/iso9000.html>

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**Correct Version** The version of a document available from the electronic repository and/or all applicable versions cited on the Master List.

**Master List Custodian(s)** The Primary and Alternate individuals responsible for controlling and maintaining the Master List documents.

**Office of Primary Responsibility (OPR)** The OPR is the organization with primary responsibility for a directive and its content or the organization that is responsible for the process represented by the directive.

**OPR Designee** The Manager, Flight Projects Directorate or sublevel offices or their designee responsible for maintaining the accuracy and currency of the document from the baseline release through all subsequent revisions. There may be a separate designated individual for each directive.

## 4.0 INSTRUCTIONS

### 4.1 General Information

**Document Issuance** A Master List for the Flight Projects Directorate will be maintained at the following internet address: [http://flightprojects.msfc.nasa.gov/iso9000\\_fdmasterlist.html](http://flightprojects.msfc.nasa.gov/iso9000_fdmasterlist.html)

The Master List will clearly identify documents under the control of Flight Projects. Additional documents may be included for reference in the website library but must be clearly delineated as documents not controlled by Flight Projects. The OPR will review the Master List and will authorize the addition or deletion of any document contained in the Master List. The Master List Custodian will coordinate with the OPR to assure the validity, currency, and correctness of the Master List and the controlled documents.

The OPR will review all controlled documents and will provide approved documents electronically to the Master List Custodian for issuance. The OPR will file and protect the original signed and dated copy of all Flight Projects Directorate OI's. Documents will be issued on the Flight Projects Directorate website identified above. No controlled hard copies of any of the OI's will be issued, however, the original, signed hardcopy of the current version will be filed as a Quality Record.

**Review, Approval, and Changes** Proposed new OI's or changes to existing OI's will be distributed in draft form by the OPR for review and concurrence as required by the change. Final review and acceptance of changes will be coordinated and approved by the OPR. Approval by the approving official is required prior to releasing a revised document on the Flight Projects Directorate ISO 9000 website. The presence of a document on the website represents approval of the OPR.

Organization Managers are responsible for ensuring that the OI's or other Flight Projects Directorate controlled documents are reviewed on a yearly basis. The annual review will check to see that the document is in the correct format, has the correct Applicable Documents listed, insures that the Document History Log is accurate, insures that a signature is indicated on the cover and that the filed version matches the posted web version, checks that the procedure matches the flow diagram, and verifies that quality records are adequately identified with a definitive retention and disposition time. The results of the annual review will be documented and filed as a quality record. Additionally, any individual may

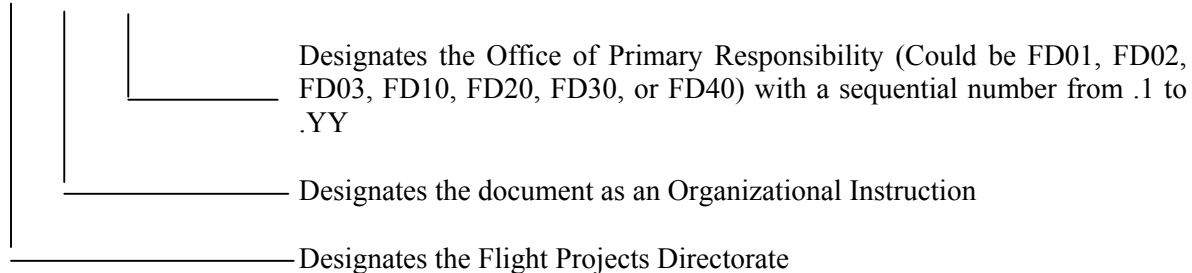
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initiate a request for review or cancellation of OI's or other Flight Projects Directorate controlled documents when appropriate and necessary to resolve issues that arise from their use.

Authority for use of non-current documents is delegated to the FD Office Managers for documents which affect Office procedures and to the Project Manager for documents which affect an individual project. Expired and/or canceled documents will not be utilized by the FPD and will be discarded. Exceptions: expired or canceled documents which are contained in on-going contracts or tasks may be utilized and will be identified.

**Master List Numbering** Master List numbering of Flight Projects Directorate OI's will consist of the following:

FPD-OI-FDXX.Y



**Distribution and Control** Controlled Flight Projects Directorate documents will be available to all Flight Projects Directorate employees through the Flight Projects Directorate Master List website previously cited. Any documents printed from the website will include the statement

Check the Master List - Verify That This is the Correct Version Before Use

**FPD Organizational Instruction Format** A template for all FPD Organizational Instructions is available on the Flight Projects Directorate ISO website. The template is annotated to indicate font size, content of the various sections and paragraphs, and order of the sections. The font to be used throughout is Times New Roman. Following the template is mandatory for all new and revised FPD OI's. This is done to promote homogeneity throughout the Directorate and for ease of use and preparation.

## 4.2 Procedure

The procedure for issuing a new OI or for revising an existing OI is basically the same. The procedure is shown graphically in Figure 1.

A draft version of the new or revised document is distributed by the OPR for review, and the review is iterated until a consensus is reached. At that point, the OPR signs and dates the original, and the signed and dated original and the electronic version is delivered to the Master List Custodian. The electronic copy is installed in the FPD document library, and if a revision, the newly-obsolete version is removed. The Master List is updated to reflect the current version of the document, and the original, signed version is kept as a Quality Record.

## 5.0 NOTES

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None

## 6.0 SAFETY PRECAUTIONS AND WARNING NOTES

None

## 7.0 APPENDICES, DATA, REPORTS, AND FORMS

None

## 8.0 QUALITY RECORDS

The original, signed hard copy of the most recent version of this document and all other Flight Projects Directorate OI's are kept and controlled as Quality Records. Each document is maintained and filed by the OPR Designee until the document is again updated, and is then replaced with the newest version. Completed Annual Review forms are also maintained by the OPR Designee as Quality Records for a period of one year or until they are no longer needed, whichever is sooner.

## 9.0 TOOLS, EQUIPMENT, AND MATERIALS

None

## 10.0 PERSONNEL QUALIFICATION, TRAINING, AND CERTIFICATION

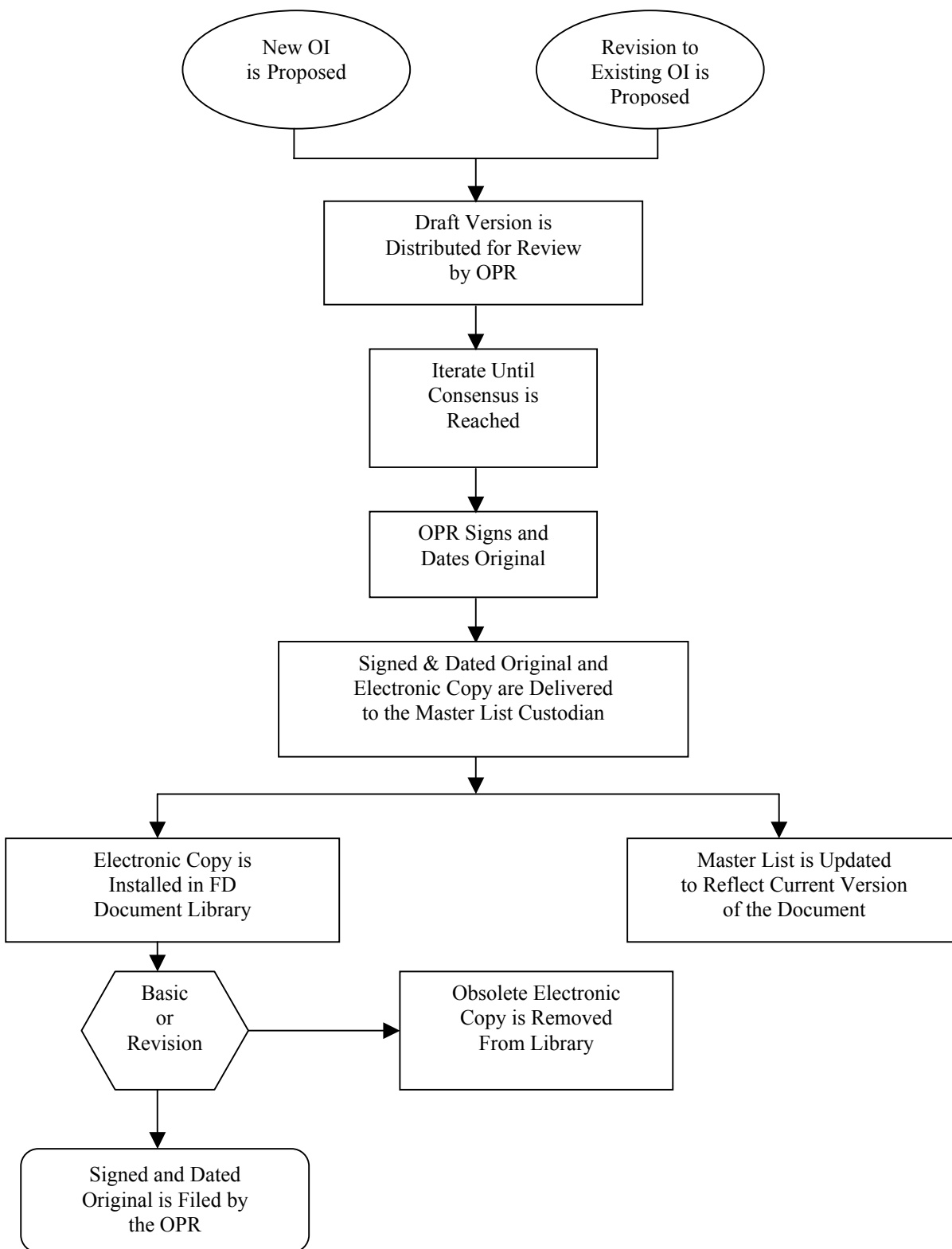
None

## 11.0 FLOW DIAGRAM

Figure 1 graphically depicts the procedure stated in Paragraph 4.2 of this document.

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**FIGURE 1: New or Revised OI Procedure**



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